

NDWEDWE LOCAL MUNICIPALITY UMKHANDLU KAMASPALA WASENDWEDWE

Private Bag X503
Ndwedwe
4342
KwaZulu Natal
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mrn@ndwedwe.gov.za
www.ndwedwe.gov.za



DEPARTMENT	: FINANCE SERVICES
POSITION	: PAYROLL ADMINISTRATOR
NATURE OF APPOINTMENT	: PERMANENT
TASK GRADE	: 12
SALARY NOTCH	: R 424 854.37
SALARY SCALE	: R 424 854.37 – R551 483.60 pa
REF. NO	: KZ293 FIN020

MINIMUM REQUIREMENTS

The incumbent must have Matric Certificate and a three- year National Diploma/Degree in Finance/Accounting related qualification, plus a minimum of two years proven working experience in Payroll Administration within Local Government or Public Sector. Must have completed or working towards completion of minimum competency. Valid Driver's license minimum Code B/C1.

KNOWLEDGE, SKILLS & COMPETENCY

- Knowledge of Local government Legislations and Regulations
- Good communication and numerical skills
- Computer literacy
- High level of proficiency in writing and analytical skills

KEY RESPONSIBILITIES

- Responsible for the administration of the payroll and related tasks/ activities
- Processing payroll parameters / field on the system with regards to statutory deductions, rates of pay and transfers.
- Inputting relevant data against individual fields referring to source documentation in respect of salaries and allowances due.
- Integrating pay system records to the general ledger, reconciling and correcting salary misallocations through the processing of relevant journals.
- Preparing schedules to reflect statutory and other relevant returns, forwarding to the immediate superior for approval and submitting approved reconciled schedules to the respective institutions.

- Printing and distributing member's income tax certificates, reconciling and seeking approval from the immediate superior prior to creating and forwarding electronic income tax data file to the Receiver of Revenue.
- Checking information, adjustment and calculations prior to extracting and forwarding the salary report and schedules for review.
- Process monthly salaries, deductions and prepare pay slips.
- Prepare monthly payroll reports and journals.
- Actual payment of salaries and third parties via EFT
- Assist with the compilation of financial statement.
- Ensure the implementation of council policies and procedures.
- Attend to Auditor General issues.

BENEFITS

13th Cheque, Leave, 100% Retirement Annuity Fund Contribution by Employer, Pension, Medical Aid and Housing subsidy.

If you meet the requirements submit the application on a form obtainable on request or www.ndwedwe.gov.za accompanied with comprehensive curriculum vitae (CV), certified copies of ID, Driver's license and all qualifications must be hand delivered to HR Office No 06 or forwarded through courier services to: **Municipal Manager, Ndwedwe Local Municipality Private Bag x 503, Ndwedwe 4342, Attention to: Mrs. MG Mthembu- Manager Human Resources.**

Enquiries are to be directed to **Manager: Human Resource on this telephone number (032) 532 5000.**

Faxed, e-mailed, Z83 form late applications will not be considered.

CLOSING DATE: 16 FEBRUARY 2026 @ 16h00

Should you not be contacted within the period of 30 days after the closing date please consider your application unsuccessful. The Municipality subscribes and promotes the principles of employment equity and affirmative action.


MR. SDG KHUZWAYO
MUNICIPAL MANAGER

27/01/2026
DATE